



REQUEST FOR PROPOSAL FOR PREPARATION OF UPDATES FOR RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN

February 3, 2026

The Camrosa Water District is seeking a qualified Professional Consulting Firm to provide services related to preparation of updates to the District's Risk and Resilience Assessment and Emergency Response Plan. **Proposals must be submitted to the District no later than Tuesday March 10, 2026, 4:00 pm PST.** Please submit an electronic copy (pdf format) of your proposal by e-mail (preferred) to Brad Milner at bradm@camrosa.com. All emailed, mailed, or hand delivered proposals must be RECEIVED at Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA, 93012, attention Brad Milner, prior to the specified due date/time. Please include the title, "RFP for RRA and ERP Updates" on all email (subject line) and mailed/hand delivered documents (placed on outside of envelope). Proposals will not be accepted at any other District location. Late proposals delivered by email, mail, or other methods, will not be considered after the due date/time.

Requests for clarification and questions regarding this RFP must be submitted to the District (email only) to Brad Milner, bradm@camrosa.com, (805) 551-3294, prior to Tuesday February 17, 2026, 4:00 pm PST.

REQUEST FOR PROPOSAL FOR PREPARATION OF UPDATES FOR RISK AND RESILIENCE ASSESSMENT AND EMERGENCY RESPONSE PLAN CAMROSA WATER DISTRICT

1. Purpose

Safe Drinking Water Act (SDWA) section 1433, which was amended by America’s Water Infrastructure Act (AWIA) section 2013 in 2018, requires community water (potable) systems (CWSs)¹ that serve more than 3,300 people to complete a Risk and Resilience Assessment (RRA) and develop an Emergency Response Plan (ERP) or update existing plans. The Camrosa Water District (Camrosa, CWD, or District) must submit a certification to the United States Environmental Protection Agency (USEPA) that this work has been completed.

The District desires to hire a qualified Professional Consulting Firm (Firm) to prepare updates to the District’s RRA and ERP. **Table 1** provides a tentative schedule for the District’s solicitation process for selection of the Firm including due dates for the RRA and ERP. ALL dates and times are subject to change.

Table 1. Anticipated Schedule for RFP and Firm Selection

Action	Date (all dates and times subject to change)
Release RFP	February 3, 2026
Questions Due	February 17, 2026, 4:00 pm, PST
District’s Answers Due	February 20, 2026
Proposals Due	March 10, 2026, 4:00 pm, PST
Complete Proposals Review	March 13, 2026
Selection and Negotiation	Late March 2026
Board Award Approval	March 24, 2026
Notice to Proceed	March 31, 2026
RRA Certification Due	June 30, 2026
ERP Certification Due	December 31, 2026

RFP for Preparation of RRA and ERP Updates Camrosa Water District

2. Background

2.1 District Overview

The District was formed in 1962 under the County Water District Law of the State of California. Today, the District provides potable water, nonpotable/recycled water, and wastewater services to a diverse customer base including the following: approximately 34,000 residents of the cities of Camarillo, Moorpark, Thousand Oaks, and unincorporated Ventura County; four primary schools and California State University Channel Islands; light industry and shopping centers; and a variety of agricultural users. Currently, the District obtains approximately 60 percent of the potable water supply from local groundwater basins, and approximately 40 percent of potable supply from imported surface water from Calleguas Municipal Water District. The District also serves recycled water customers, nonpotable customers, and wastewater customers.

2.2 Existing Facilities

Potable water facilities owned and operated by the District include but are not limited to the following: Round Mountain Water Treatment Plant (RMWTP RO; 0.9 million GPD), Conejo Granular Activated Carbon Treatment Plant (GAC Plant; maximum of 1,650 GPM), 180 miles of distribution pipelines, 10 tanks, 7 wells, and 8 pump stations. There are approximately 11,000+ potable water connections, including equivalent connections served through master meters.

Nonpotable water facilities, recycled water facilities, and wastewater facilities are not required to be included in the RRA and ERP.

2.3 Current Project

SDWA section 1433, as amended by AWIA section 2013, requires CWSs serving more than 3,300 people to prepare or revise their risk and RRAs and ERPs and to certify to the USEPA that this work has been completed. CWSs must review, revise (where applicable), and recertify their RRA and ERP to USEPA every five years from the original deadlines specified in the law. The District certified the most recent RRA in June 2021 and the most recent ERP in December 2021.

2.3.1 Risk and Resilience Assessment

The District must prepare a RRA that evaluates the vulnerabilities, threats, and consequences from potential hazards. The RRA must assess the risks to and resilience of specified assets to malevolent acts and natural hazards, including the following:

- Physical barriers;
- Source water;
- Pipes and constructed conveyances, water collection and intake;
- Pretreatment and treatment;
- Storage and distribution facilities;
- Electronic, computer, or other automated systems (including the security of such systems);
- Monitoring practices;
- Financial infrastructure;

RFP for Preparation of RRA and ERP Updates Camrosa Water District

- Use, storage, or handling of chemicals;
- Operation and maintenance of the system.

CWSs that serve over 3,300 people must conduct an RRA and submit certification of its completion to the United States Environmental Protection Agency (USEPA). Every five years, the utilities must review the RRA and submit a recertification to the USEPA that the assessment has been reviewed and, if necessary, revised. The due date for the District's RRA update is June 30, 2026.

2.3.2 Emergency Response Plan

No later than six months after certifying completion of its RRA, the District must prepare an ERP update that incorporates the findings of the assessment. The ERP must include the following:

- Strategies and resources to improve resilience, including physical security and cybersecurity;
- Plans and procedures for responding to a natural hazard or malevolent act that threatens safe drinking water;
- Actions and equipment to lessen the impact of a malevolent act or natural hazard, including alternative water sources, relocating intakes and flood protection barriers;
- Strategies to detect malevolent acts or natural hazards that threaten the system.

The District must develop the ERP update and certify completion to USEPA no later than six months after RRA certification. The due date for the District's ERP update is December 31, 2026.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

3. Scope of Services

The District desires to hire a Firm to prepare updates for the existing RRA and ERP. These updates must include assessments of the existing pipelines, reservoirs, pump stations, wells, and treatment facilities related to the District's potable water system.

Services to be rendered by the Firm must include the RRA and ERP requirements listed in Section 2.3 and the scope of services described in Section 3.2. It is anticipated that the Firm shall provide services as they are customarily rendered when providing professional services of this type. Additional items the Firm believes necessary for the successful completion of the project should be included in their proposal and listed as "Optional Tasks".

3.1 Workflow

3.1.1 Project Initiation

District staff will review all accepted proposals for this RFP. District staff will select a Firm to provide the services defined in Section 3.2. The District will negotiate a Consultant Agreement ("Agreement"), final scope of work, and a not-to-exceed budget with the selected Firm for Board approval. The Agreement will be executed by and between the District and the Firm. A copy of the sample Standard Consultant Agreement is attached as Appendix "A".

3.1.2 Purchase Orders

After all parties sign the Agreement, the District will issue a Purchase Order with final scope and budget that authorizes the selected Firm to start the work. The District will arrange a kickoff meeting with the Firm to identify the tasks, priorities, and schedules. For project services that are specifically identified in the Consultant Agreement, see Section 3.2 provided below, the Firm shall submit a scope of work and fee proposal to the District's Project Manager. The proposal shall include a detailed scope of work, estimated costs for these services and expenses, labor categories, fixed hourly rates/fee schedule (Firm's fee schedule will be included in the Agreement), and project schedule. Proposals from the selected Firm shall be prepared at no cost to the District.

When project services involve work of such nature that the Firm cannot reasonably estimate the time that would be required to provide the services, the District may agree to an Hourly Rate Purchase Order based on the actual hours worked, times the hourly rates indicated in the Firm's binding fee schedule and other approved expenses. A maximum not-to-exceed fee limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Firm shall submit detailed time records, documentation for other expenses, project schedule, and such other evidence as the District may require supporting its billing request.

For project services required by the District that are not specifically identified in the Consultant Agreement, but covered under the general Scope of Services, the Firm shall submit a task scope and fee proposal to the District's Project Manager. The proposal shall include a detailed scope of work, estimated costs for these services and expenses,

RFP for Preparation of RRA and ERP Updates Camrosa Water District

labor categories, and fixed hourly rates that apply only to the specific Purchase Order unless added to the Consultant Agreement by amendment.

The District will continue to engage with the Firm contingent upon their responsiveness, communication, and success in meeting project objectives, including scope, schedule, and budget.

3.1.3 Term of Agreement

The term of the Consultant Agreement is a maximum of one (1) year.

3.2 General Scope of Services

The Firm shall collaborate with the District's General Manager and Project Manager during preparation of the RRA and ERP Updates. Firm shall be responsible for developing and implementing the RRA and ERP Updates in support of the District's existing potable water facilities. These facilities may include active construction of new facilities and improvements to existing facilities such as pipelines, reservoirs, pump stations, wells, and treatment equipment. Firm shall provide a proposal with detailed scope and fee estimate for all tasks identified in Section 3.2.

3.2.1 Project Management

Firm is expected to manage tasks in a professional, proficient, legal, and safe manner. The Firm shall be responsible for developing and managing all services related to preparation of the RRA and ERP. The Firm shall be responsible for project management services that may include but are not limited to the following:

1. Schedule and lead monthly status meetings with District staff in person or via internet video.
2. Prepare meeting agendas and distribute them to District staff within three (3) business days prior to the meeting. Prepare a meeting summary and distribute it to District staff within three (3) business days after the meeting.
3. Manage implementation of project scope, budget, schedule, and quality control.
4. Coordinate and collaborate with District staff.
5. Manage Firm staff and subconsultants.
6. Administer contracts for subconsultants hired by the Firm.
7. Prepare monthly invoices.
8. Prepare project status reports.
9. Conduct and coordinate briefings and presentations for project District staff.
10. Coordinate planning and other as-needed project management functions as necessary for delivery of projects.
11. Prepare project schedules for approved scope of services.
12. Assist District with preparation of Board Memorandums applicable to the scope of services.
13. Identify potential project challenges in advance and recommend corrective action.
14. Ability to work a flexible schedule to accommodate District needs and be available for on-call activities.

RFP for Preparation of RRA and ERP Updates Camrosa Water District

15. Submit all documents and files developed for the project, including electronic files, to the District via electronic transfer.

3.2.2 Data Collection and Review

Data collection and review may include but not limited to the following:

1. Firm is expected to understand the current RRA and ERP regulations of the USEPA.
2. Firm is expected to conduct the necessary investigation to obtain essential information required to update and revise, as necessary, the RRA and ERP that fully conform with the AWIA requirements.
3. Camrosa will provide applicable records requested by the selected Firm which will assist in the review and update, as necessary, of the current RRA and ERP.
4. Camrosa previously developed the following documents and are available to the selected Firm. Additional documents may be available upon request including the following:
 - a. Camrosa 2021 RRA;
 - b. Camrosa 2021 ERP;
 - c. Camrosa 2026 Draft Integrated Master Plan (in progress)
 - d. Other applicable documents.

3.2.3 Update Risk and Resilience Assessment

Preparation of the RRA update may include but not limited to the following:

1. Firm shall review and update the District's RRA as applicable, and any other subsequent updated requirements that the USEPA shall provide for conducting the assessment. These requirements include the following:
 - a. Risk to the system from malevolent acts and natural hazards;
 - b. Resilience for the pipes and constructed conveyances, physical barriers, source water, water collection and intake, treatment, storage and distribution facilities, electronic, computer, or other automated systems (including the security of such systems) which are utilized by the system;
 - c. Monitoring practices of the system;
 - d. Financial infrastructure of the system;
 - e. Use, storage, or handling of various chemicals by the system;
 - f. Operation and maintenance of the system.
2. Firm shall submit a draft RRA update to the District for review and approval by May 31, 2026.
3. Upon District approval of the updated RRA, the Consultant shall draft a Certification Letter for submittal to the USEPA. The Consultant shall submit the draft RRA Certification Letter to the District for review by June 12, 2026. The Consultant shall be responsible for submitting the District-approved RRA Certification Letter to the USEPA no later than June 30, 2026.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

3.2.4 Update Emergency Response Plan

Preparation of the ERP update may include but not limited to the following:

1. Firm shall prepare an Emergency Response Plan (ERP) that complies with the requirements set forth by Section 2013 of the AWIA, and any other subsequent updated requirements that the USEPA shall provide for preparing the ERP update. It shall include the following:
 - a. Strategies and resources to improve the resilience of the system, including the physical security and cybersecurity of the system;
 - b. Plans and procedures that can be implemented, and identification of equipment that can be utilized, in the event of a malevolent act or natural hazard that threatens the ability of the community water system to deliver safe drinking water;
 - c. Actions, procedures and equipment which can obviate or significantly lessen the impact of a malevolent act or natural hazard on the public health and the safety and supply of drinking water provided to communities and individuals, including the development of alternative source water options, relocation of water intakes and construction of flood protection barriers; and
 - d. Strategies that can be used to aid in the detection of malevolent acts or natural hazards that threaten the security or resilience of the system.
2. Firm shall develop and submit a draft ERP update to the District for review and comment by November 30, 2026.
3. Upon approval of the final ERP update, the Firm shall draft and submit the Certification Letter for District review and comment by December 11, 2026. Firm shall be responsible to submit the District-approved ERP Certification Letter to the USEPA no later than December 31, 2026.

3.2.4 Reporting Services

Firm shall provide reports as near real-time as possible to allow the District staff to plan and execute the next steps and corrective actions (if necessary) in a timely manner. Firm shall provide a detailed scope of work for reporting services including but not limited to the following:

3.2.4.1 Bi-weekly Status Meetings

Firm shall develop and conduct as-needed bi-weekly project status meetings with the District's Project Manager. Prepare and distribute to District staff a meeting agenda (memo or email format) within three (3) business days prior to each meeting (including supporting materials). Prepare and distribute to District staff a meeting summary (memo or email format) within three (3) business days of the meeting for the District's Project Manager review and approval. The meeting summary will include highlights of key issues, agreed upon action items, assignments, and due dates. These meetings may be conducted in person or via virtual video conference. The status meetings shall include the following information at a minimum:

- Status of each task, activity, and deliverable.

RFP for Preparation of RRA and ERP Updates Camrosa Water District

- Project budget, cost or scope changes in budget, expenditures in prior 2 weeks and total to date, anticipated final expenditures/budget, corrective/control measures if necessary.
- Project schedule by task or activity, delays, estimated project completion dates, summary of work completed in prior 2 weeks and total to date, summary of work anticipated to be completed in the next 2 weeks, issues affecting the schedule and recommended corrective actions to recover the project on-schedule.
- Current project issues and proposed mitigation measures.

3.2.4.2 Monthly Invoice and Report

Firm shall prepare and submit monthly reports and invoices to the District's Project Manager, or his/her designee, in a format prescribed by the District. The report should be comprehensive and include the following:

- Status of each task, activity, deliverable;
- Accomplishments;
- Monthly expenditures and project total;
- Project schedule with monthly details;
- Current project issues and proposed mitigation measures.

3.2.4.3 Additional Meetings and Presentations

Firm shall participate in additional as-needed project meetings, presentations, and public meetings (anticipate a total of 3) on a periodic basis with the District Board, staff, and other potential stakeholders. These meetings may be conducted in person or via virtual video conference.

3.2.5 Additional Services

The District may request the Firm to provide additional as-needed services during this project. The Firm is not required to provide a scope and fee for these services in the proposal. Additional services may include but are not limited to the following:

1. Prepare supporting text for technical documents as requested by the District;
2. Review and comment on the work of other consultants as requested by the District;
3. Perform other related and peripheral duties as requested by the District.

3.3 Responsibilities

3.3.1 District Responsibilities

The District will provide overall management of the Firm and the associated Consultant Agreement. The Firm shall take all formal directions from the District's General Manager, District's Project Manager, or District staff assigned the responsibility for supervision of a respective project task. All activities related to the overall administration of the Firm's Agreement with the District will be managed by the District's Project Manager. Inability of

RFP for Preparation of RRA and ERP Updates Camrosa Water District

the Firm to follow the instructions by the District's General Manager, Project Manager, or designee, may be grounds for breach of contract and termination.

The District will make the final selection of a Firm, award of contract, and notice to proceed. The District will provide or make available upon request, reports, data, figures, records, and other data deemed useful for project development. The District will be responsible for the final approval of special studies, reports, and all other technical documents and deliverables. The District will make payments directly to the Firm. The District will continue to engage with the Firm contingent upon their responsiveness, communication, and success in meeting project objectives, including scope, schedule, and budget.

3.3.3 Ownership of Materials and Equipment

All services provided by the Firm, materials, documents, reports, computer files, and other information of all types, and all works based thereon, incorporated therein, or derived therefrom, and all intellectual property and proprietary rights in these materials, documents, reports, and other information of all types, shall be the sole and exclusive property of the District.

RFP for Preparation of RRA and ERP Updates Camrosa Water District

4 Proposal Elements

4.1 General

It is strongly recommended that the Firm submit a proposal with the format identified in this RFP to allow the District to properly evaluate and compare the proposals received. All requirements and questions in the RFP should be addressed in the proposal. The District reserves the right to request additional information which, in the District's opinion, is necessary to ensure that the Firm's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the Consultant Agreement (Appendix A).

Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Firm's demonstrated capability to perform the services. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach, qualifications, or other elements of the proposal should be included. Emphasis should be concentrated on completeness, approach to the work, team qualifications, project experience, and clarity of proposal.

Firm shall provide a proposal detailing their response to the services defined in Section 3 including the following:

- Cover Letter;
- Approach, Scope of Work, and Schedule;
- Team;
- Project Experience and References;
- Fee Proposal and Labor Rates;
- Comments Regarding the District's Standard Consultant Agreement.

Firm shall provide a proposal detailing the elements listed above and limited to a **maximum of twenty (20) single-sided pages** on 8.5-inch x 11-inch paper. Proposals may include 11-inch x 17-inch pages where applicable (counts as 1 page). The page limit excludes covers, table of contents, dividers, resumes, and comments regarding the Agreement. The standard font size shall be a minimum of 11-point font. Resumes (maximum of 2 pages each) may be included in an appendix (preferred). All proposals shall be prepared at no cost to the District.

Failure to follow RFP requirements or include required items with your proposal may be cause for rejection of the proposal as non-responsive.

4.2 Cover Letter

The cover letter shall be on the Firm's letterhead and identify the full legal name and address of the Firm's local office. The Firm is defined as the legal entity that will execute the Agreement with the District. The cover letter shall be signed by an authorized representative (i.e., CEO, President, Principal-in-Charge) of the Firm's organization.

RFP for Preparation of RRA and ERP Updates Camrosa Water District

The cover letter shall include the following at a minimum:

- Brief introduction to the Firm, local office, and primary services;
- Summary of proposal in a clear and concise manner;
- Identify the name, title, address, telephone numbers, and email address of the individual who will serve as the Principal-in-Charge for the Firm;
- Identify the name, title, address, telephone numbers, and email address of the individual who will serve as the Project Manager.

4.3 Approach, Scope of Work, and Schedule

4.3.1 General Approach

Firm shall provide a description of the general approach to the services identified in Section 3.2. Provide a description of your general approach to managing external subconsultants (as applicable) to maximize efficiency and productivity.

4.3.2 Scope of Work

Provide a **detailed** scope of work for your proposed approach and strategies for implementation of Section 3.2. Summarize priorities, activities, process, and implementation.

Additional items the Firm believes necessary should be included in the proposal and listed as “Optional Tasks”.

4.3.3 Project Schedule

Firm shall include a draft schedule of tasks, milestones, and deliverables that will provide for timely provision of the services identified in Sections 3.2. The schedule may be in a gantt, graphic, or another applicable format.

4.4 Team

Firm shall include an introduction to the project management team, key professional staff, and subconsultant staff as summarized below.

- The project technical lead or project manager shall have experience with the American Water Works Association (AWWA) J100 Risk Assessment Methodology.
- Project team shall have demonstrated experience preparing RRAs and ERPs.
- At least one member of the Firm’s team shall be certified through the AWWA’s Utility Risk and Resilience Certificate Program and must be an active participant in this project.

RFP for Preparation of RRA and ERP Updates Camrosa Water District

4.4.1 Project Management Team

Include a summary of the proposed management team including the Principal-in-Charge, Project Manager, and Deputy Project Manager, as noted below.

4.4.1.1 Principal-in-Charge

Identify the individual who will have overall responsibility for the Firm's contract, successful completion of the Project, and performance under the Consultant Agreement. Inability of the Firm to follow the requirements noted below may be grounds for breach of contract and termination.

4.4.1.2 Project Manager

The Firm shall designate an experienced senior individual as the single point-of-contact who will serve as the Firm's Project Manager for this project. This Project Manager will be responsible for the coordination and delivery of all services in accordance with the scope of services listed in Section 3. The Firm will not bill the District for managing their in-house staff and subconsultants.

The Project Manager must have training, experience, and licensing as follows:

- Must be an employee of the Firm that is entering into the Agreement with the District;
- Minimum of five (5) years of experience as project manager with primary responsibility for successful execution of scope, schedule, resources, and budget;
- Project Manager preferred to be certified through the AWWA's Utility Risk and Resilience Certificate Program.

Firm's Project Manager shall be approved by the District and shall not be removed or replaced without prior consent from the District. If a change in the Firm's Project Manager is necessary, the Firm shall submit the names and resumes of a minimum of two (2) replacement candidates for District approval a minimum of thirty (30) calendar days prior to the effective day of the change unless otherwise approved by the District. In addition, the District, at its sole discretion, reserves the right to direct the Firm to replace the Project Manager. If the District requests the Firm to replace their Project Manager, then the Firm shall replace the Project Manager with the District's approval within thirty (30) calendar days of the effective date of removal.

The Firm is expected to work closely and dynamically with the District's staff and consultants. For the duration of the Agreement, the Project Manager shall be readily available to interact with District staff including in-person at a District facility, project site, via phone, and internet video call.

4.4.1.3 Deputy Project Manager

Firm shall designate a Deputy Project Manager to serve as a second point of contact for this project. The Deputy Project Manager shall assist the Project Manager with project management and staff management responsibilities. The Deputy Project Manager shall

RFP for Preparation of RRA and ERP Updates Camrosa Water District

temporarily fill the role of Project Manager when/if the Project Manager is temporarily not available for any reason.

4.4.2 Professional Staff

Firm shall identify key professional staff anticipated to be included in this project. The Firm shall manage all professional staff provided. If a change is needed in key professional staff (i.e., key staff leading tasks for specific District projects; excluding Project Manager as covered in Section 4.4.1.2), the Firm shall submit to the District the name(s) of the replacement personnel a minimum of seven (7) calendar days prior to the effective day of the change, unless otherwise approved by the District. In addition, the District, at its sole discretion, reserves the right to direct the Firm to remove any of the staff assigned to the District's projects.

4.4.3 Subconsultants Staff

Firms shall identify subconsultants (including key staff) anticipated to be used for this project. The Firm shall manage all subconsultant staff hired directly for this project. If a change in subconsultant or key subconsultant personnel (i.e., key staff leading tasks for District projects) is needed, the Firm shall submit to the District the name(s) of the replacement subconsultant or key personnel within seven (7) calendar days of the change. In addition, the District, at its sole discretion, reserves the right to direct the Firm to remove any subconsultant or member of the subconsultant's staff from the project.

4.4.4 Organization Chart

Firm shall summarize the proposed project team via a tabular list and or organizational chart or figure. The Firm shall identify the Principal-in-Charge, Project Manager, Deputy Project Manager, key technical staff, and key subconsultants on the organizational list and chart.

4.5 Project Experience and References

Firm shall demonstrate applicable experience preparing RRAs and ERPs similar to the District's assets such as wells, treatment facilities, pipelines, reservoirs, pump stations, etc. related to the potable water system. Firm shall also demonstrate experience working on District projects (as applicable), local project experience (within 50 miles of the District; as applicable), and other applicable projects. Firm shall demonstrate specific applicable experience for the Project Manager, Deputy Project Manager, proposed project team, and subconsultants.

Firm shall include summaries of applicable experience for specific projects (**maximum of 2 pages each**). Provide detailed descriptions of a minimum of three (3) and maximum of six (6) projects that demonstrate your experience preparing RRA and ERP. Please complete the project experience template (see **Table 2**) for each project (cells may be expanded to fit size of information). Projects listed shall have been completed within ten (10) years of the due date of this RFP (or projects currently in progress). Photos may be included with the project experience. The District may contact one or more of the clients listed (references) in the proposal to discuss project experience(s) with the Firm.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

Table 2. Project Experience Template

Name of project	<i>(increase cell sizes as needed)</i>
Agency/Company name	
Client contact name (may be used as a reference)	
Client phone number	
Client email address	
Location of project (City, State)	
Summary of project (describe)	
Firm's staff with experience on this project and proposed for the District's project	
Date project completed (or expected to be complete)	
Firm's project fee (or estimate)	

4.6 Fee Proposal and Labor Rates

Upon selection, the Firm and District will negotiate an Agreement for Board approval with a final scope of work and total not-to-exceed fee. **Firm shall submit a fee proposal with the proposal (see Section 4.6.3 below).**

Firm shall provide a list of fixed hourly labor rates for calendar year 2026 for a wide range of staff categories and subconsultants applicable to the scope of services listed in Section 3. The District's fiscal year calendar is July 1 through June 30. The Firm shall specify fixed hourly rates that include wages, overhead, and profit. New personnel, staff categories, and subconsultants may be added after contract execution and throughout the life of the contract. The Firm shall submit to the District the name(s) and labor rate(s) of additional and or replacement personnel, subconsultants, and or labor categories within seven (7) calendar days of the change.

Firm will be allowed to request an annual adjustment to labor rates using a value based on the Consumer Price Index – All Urban Consumers (CPI-U) for the Los Angeles area or as otherwise approved by the District. The Firm shall submit an annual written request to the District by April 30 for rates effective at the start of the next fiscal year.

4.6.1 Fee Proposal

Firm shall provide a not-to-exceed time and materials fee proposal based on your proposed scope of work for Section 3.2. Include the number of labor hours in table format separated by task for Firm and subconsultant staff. Include labor categories, fixed

RFP for Preparation of RRA and ERP Updates Camrosa Water District

hourly labor rates (from Firm's fee schedule), and expenses for Firm and subconsultant staff. Provide an estimated fee for optional tasks.

4.6.2 Proposal for Non-Specific Projects

The District may approve of an Hourly Rate Purchase Order when the scope of services involves non-specific project(s) of such nature that the Firm cannot reasonably estimate the time that would be required to provide the services (see Section 3.1 for additional details). The District may utilize an approved labor rate schedule and maximum not-to-exceed fee limitation for Hourly Rate Purchase Orders.

4.7 Comments Regarding the District's Standard Consultant Agreement

Firm shall provide comments and or recommended edits to the District's Standard Consultant Agreement (see copy of the District's Standard Consultant Agreement attached as Appendix "A"). Comments and recommended edits by the Firm shall be included in an appendix.

4.8 District's Vendor Questionnaire

Firm shall include a completed copy of the District's Vendor Questionnaire with their proposal (see copy attached as Appendix "B"). Completed Vendor Questionnaires shall be included in an appendix.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

5 Proposal Submittal

Table 1 (see page 2) provides a schedule for the District's solicitation process for selection of the Firm. ALL dates and times listed in **Table 1** are subject to change. Requests for clarification and questions regarding this RFP must be submitted to the District (email only) to Brad Milner, bradm@camrosa.com, prior to the date and time listed in **Table 1**.

Firms shall submit an electronic copy (pdf format) of their proposal (including fee proposal) by email (preferred) no later than Tuesday March 10, 2026, 4:00 pm PST to Brad Milner at bradm@camrosa.com. All mailed or hand-delivered proposals must be **RECEIVED** prior to the same due date/time at Camrosa Water District, 7385 Santa Rosa Road, Camarillo, CA, 93012, attention Brad Milner. Please include the title of the RFP, "**RFP for RRA and ERP Updates**" on all emails (subject line) and mailed/hand-delivered copies (marked on outside of the envelope). Proposals will not be accepted at any other District locations or considered after the due date/time. All proposals shall be prepared at no cost to the District.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

6 Firm Selection

Firm selection will be primarily based on the proposals submitted. A panel of District staff will perform an evaluation and assign a score to each responsive proposal. The selection process may consist of solely an evaluation of the submitted proposals to determine the top-ranked Firm. The District may decide to include an evaluation of the proposals and panel interviews with a short list of Firms (as determined by the scores of the proposals). If the District decides to conduct interviews with the top-ranked Firms, the District reserves the right to select a Firm based on a combination of the interview scoring and proposal scoring. Proposals will be evaluated using the criteria listed below in **Table 3**:

Table 3. Criteria and Points for Evaluation of Proposals

Criteria	Points (maximum)
Approach, Scope of Work, Schedule	25
Team and Project Manager	30
Project Experience and References	25
Fee Proposal and Labor Rates	10
Overall Proposal Clarity and Conformance with RFP	10
Total	100

Table 1 (see page 2) provides a schedule for the District’s solicitation process for selection of a Firm. ALL dates and times listed in **Table 1** are subject to change. The District will negotiate and finalize the Agreement for this project with the selected Firm. If the District is unable to finalize an Agreement on terms and conditions for the scope and fee with the selected Firm, the District reserves the right to negotiate with the next most qualified Firm. The District reserves the right to reject any or all proposals; to waive any or all informalities and/or irregularities; to readvertise with either an identical or revised scope; or to cancel the solicitation in its entirety. Nothing in this RFP shall require the District to award a contract for the services included in this RFP.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

Appendices

Appendices to this RFP include the following:

- **Appendix A. District's Standard Consultant Agreement and Insurance Requirements.**
- **Appendix B. District's Vendor Questionnaire.**

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

Appendix A

District's Standard Consultant Agreement and Insurance Requirements

**Camrosa Water District
7385 Santa Rosa Rd.
Camarillo, CA 93012
Telephone (805) 482-4677 - FAX (805) 987-4797**

Some of the important terms of this agreement are printed on pages 2 through 3. For your protection, make sure that you read and understand all provisions before signing. The terms on Page 2 through 3 are incorporated in this document and will constitute a part of the agreement between the parties when signed.

TO:

DATE:

Agreement No.:

The undersigned Consultant offers to furnish the following:

Contract price \$:

Contract Term:

Instructions: Sign and return original. Upon acceptance by Camrosa Water District, a copy will be signed by its authorized representative and promptly returned to you. Insert below the names of your authorized representative(s).

Accepted: Camrosa Water District

Consultant:

By: _____
Tony L. Stafford

By: _____

Title: General Manager

Title:

Date: _____

Date: _____

Other authorized representative(s):

Other authorized representative(s):

Consultant agrees with Camrosa Water District (District) that:

- a. **Indemnification:** To the extent permitted by law, Consultant shall hold harmless, defend at its own expense, and indemnify the District, its directors, officers, employees, and authorized volunteers, against any and all liability, claims, losses, damages, or expenses, including reasonable attorney's fees and costs, arising from negligent acts, errors or omissions of Consultant or its officers, agents, or employees in rendering services under this contract; excluding, however, such liability, claims, losses, damages or expenses arising from the District's sole negligence or willful acts.
- b. **Minimum Insurance Requirements:** Consultant shall procure and maintain for the duration of the contract insurance against claims for injuries or death to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Consultant, his agents, representatives, employees or subcontractors.
- c. **Coverage:** Coverage shall be at least as broad as the following:
 1. **Commercial General Liability (CGL) -** Insurance Services Office (ISO) Commercial General Liability Coverage (Occurrence Form CG 00 01) including products and completed operations, property damage, bodily injury, personal and advertising injury with limit of at least two million dollars (\$2,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (coverage as broad as the ISO CG 25 03, or ISO CG 25 04 endorsement provided to the District) or the general aggregate limit shall be twice the required occurrence limit.
 2. **Automobile Liability -** (If applicable) Insurance Services Office (ISO) Business Auto Coverage (Form CA 00 01), covering Symbol 1 (any auto) or if Consultant has no owned autos, Symbol 8 (hired) and 9 (non-owned) with limit of one million dollars (\$1,000,000) for bodily injury and property damage each accident.
 3. **Workers' Compensation Insurance -** as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than \$1,000,000 per accident for bodily injury or disease.
 4. **Waiver of Subrogation:** The insurer(s) named above agree to waive all rights of subrogation against the District, its directors, officers, employees, and authorized volunteers for losses paid under the terms of this policy which arise from work performed by the Named Insured for the District; but this provision applies regardless of whether or not the District has received a waiver of subrogation from the insurer.
 5. **Professional Liability -** (also known as Errors & Omission) Insurance appropriate to the Consultant profession, with limits no less than \$1,000,000 per occurrence or claim, and \$2,000,000 policy aggregate.
- d. **If Claims Made Policies:**
 1. The Retroactive Date must be shown and must be before the date of the contract or the beginning of contract work.
 2. Insurance must be maintained and evidence of insurance must be provided **for at least five (5) years after completion of the contract of work.**
 3. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a Retroactive Date prior to the contract effective date, the Consultant must purchase "extended reporting" coverage for a minimum of five (5) years after completion of contract work.

If the Consultant maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

Other Required Provisions: The general liability policy must contain, or be endorsed to contain, the following provisions:

- a. **Additional Insured Status:** District, its directors, officers, employees, and authorized volunteers are to be given insured status (at least as broad as ISO Form CG 20 10 10 01), with respect to liability arising out of work or operations

performed by or on behalf of the Consultant including materials, parts, or equipment furnished in connection with such work or operations.

- b. **Primary Coverage:** For any claims related to this project, the Consultant's insurance coverage shall be primary at least as broad as ISO CG 20 01 04 13 as respects to the District, its directors, officers, employees, and authorized volunteers. Any insurance or self-insurance maintained by the District, its directors, officers, employees, and authorized volunteers shall be excess of the Consultant's insurance and shall not contribute with it.

Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the District.

Self-Insured Retentions: Self-insured retentions must be declared to and approved by the District. The District may require the Consultant to provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

Acceptability of Insurers: Insurance is to be placed with insurers having a current A.M. Best rating of no less than A:VII or as otherwise approved by the District.

Verification of Coverage: Consultant shall furnish the District with certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Consultant's obligation to provide them. The District reserves the right to require complete, certified copies of all required insurance policies, including policy Declaration and Endorsements pages listing all policy endorsements. If any of the required coverages expire during the term of this agreement, the Consultant shall deliver the renewal certificate(s) including the general liability additional insured endorsement to Camrosa Water District at least ten (10) days prior to the expiration date.

Subcontractors: Consultant shall require and verify that all subcontractors maintain insurance meeting all the requirements stated herein, and Consultant shall ensure that the District, its directors, officers, employees, and authorized volunteers are an additional insured on Commercial General Liability Coverage.

Other Requirements:

- a. Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)."
- b. Payment, unless otherwise specified on Page 1, is to be 30 days after acceptance by the District.
- c. Permits required by governmental authorities will be obtained at Consultant's expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- d. Any change in the scope of the professional services to be done, method of performance, nature of materials or price thereof, or to any other matter materially affecting the performance or nature of the professional services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by the District. Consultant's "other authorized representative(s)" has/have the authority to execute such written change for Consultant.

The District may terminate this Agreement at any time, with or without cause, giving written notice to Consultant, specifying the effective date of termination.

**RFP for Preparation of RRA and ERP Updates
Camrosa Water District**

Appendix B

District's Vendor Questionnaire

Camrosa Water District

Vendor Questionnaire

In order to complete an agreement with your company, we need you to answer the following question and return the answers.

1. Company name (Indicate DBA if applicable): _____

2. Current mailing address: _____

3. Remittance address: _____

4. Brief description of services to be provided: _____

5. Name of current responsible principal of company

(Print name)

(Print title)

6. Is your company a LLC or Corporation? _____

7. Signatory(ies) for company:

(Print name)

(Print title)

(Email address)

(Print name)

(Print title)

(Email address)

8. Please provide a copy of your most recent certificate of insurance. Camrosa Water District's minimum insurance requirements can be found at www.camrosa.com/procurement. Please note, Camrosa Water District reserves the right to change or modify limits of liability of coverages based in services provided.

9. Please list a point of contact for your company should we have any questions.

Name _____

Contact#/Email _____/_____

10. Please provide your current W-9 using the latest W-9 form from IRS. The W-9 must contain an actual signature and not a digital/electronic signature.

11. Please provide contractor's license # _____

12. Does your company pay prevailing wage? YES/NO

13. Is the company registered with the State of CA Dept. of Industrial Relations? YES/NO

If yes, please provide PWC Registration Number: _____